NICE & NASA
Project Reporting & Metrics:
System Overview
(+ a little about evaluation!)

NICE-T PI Orientation Meeting and Training Workshop
June 13, 2014

Susan Givens
(presented by Ann Martin)

How Your Work Relates to NASA Evaluation

- Reporting
  - Your thoughts, challenges, and submitted data are read, digested, and used within the NICE team
- Your evaluator
  - Can benefit from resources and other support that the team can offer
    - nice-evaluators@lists.nasa.gov -- contact Mary Jo Leber to get your evaluator signed up, and encourage them to participate!
    - agency-cce-common-eval@lists.nasa.gov -- connections to evaluators at NOAA & NSF too

NICE

NASA Innovations in Climate Education
a Minority University Research and Education Program (MUREP)

View | Edit | Outline | Track | Access control

Evaluator Workspace

Evaluators

Evaluator Webinars | **NICE Resources** | External Resources | Publications | Suggestion Box

Evaluators

NICE Resources

NICE-funded evaluators can use this password-protected space to share climate education related evaluation tools, resources, and instruments. The following resources have been shared by members of our community so that all of us may benefit and leverage prior work. Each entry includes some basic usage, reference, and point-of-contact information. Please visit the Suggestion Box tab if you would like to add some of your materials to this space.

- **CABPES 9-12 Youth Pre-Post Instrument**

  Lynds_CABPES_K12PrePostInstrument2013.pdf
  AUTHOR: CIRES/Susan Lynds
  POINT OF CONTACT: Susan Lynds, CIRES at UC Boulder, EMAIL
  DESCRIPTION AND REFERENCES: *Program is a partnership with the Colorado Association of Black Professional Engineers and Scientists, a non-profit organization dedicated to encouraging African-American and underrepresented youth to pursue careers in engineering and applied sciences. Pre-experience survey for high school students in an after-school program.*

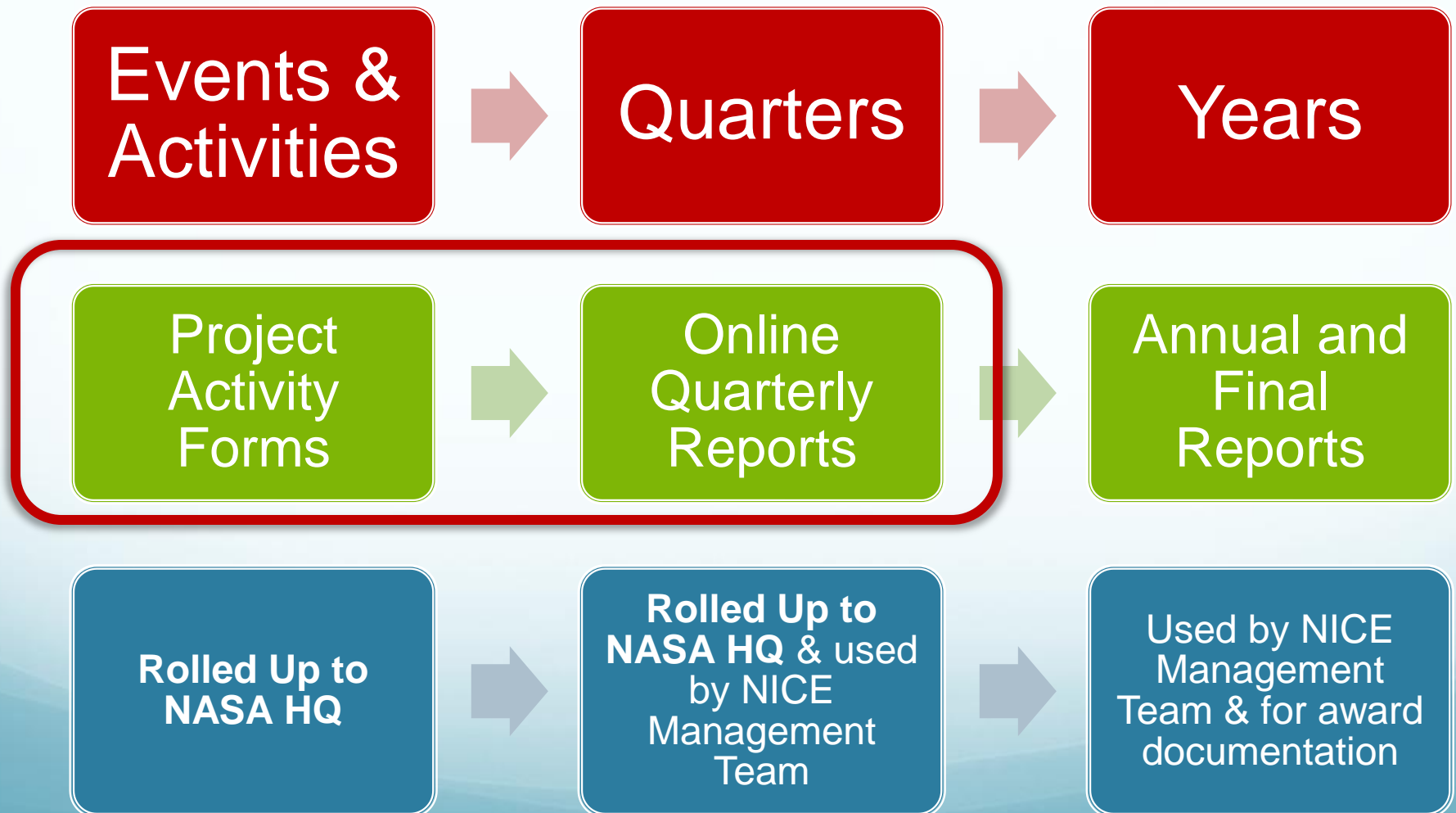## Climate Education News

- NOAA Climate.gov wins Webby Awards
- VASC inSTEP applicants needed ASAP
- 2014-15 NASA LEARN Teacher Opportunity
- Excellent NASA CP4SMP Webinar Series to Attend
- VINES Workshop Opportunity
- NASA STEM (EONS) 2014 NASA Research Announcement

Reporting: The Big Picture

Events & Activities	→	Quarters	→	Years
Project Activity Forms	→	Online Quarterly Reports	→	Annual and Final Reports
Rolled Up to NASA HQ	→	**Rolled Up to NASA HQ** & used by NICE Management Team	→	Used by NICE Management Team & for award documentation

This Overview Covers . . .

Events & Activities	→	Quarters	→	Years
Project Activity Forms	→	Online Quarterly Reports	→	Annual and Final Reports
Rolled Up to NASA HQ	→	**Rolled Up to NASA HQ** & used by NICE Management Team	→	Used by NICE Management Team & for award documentation

The online reporting system . . .

- Is one-stop shopping for Project Activity Forms & Quarterly Reports

- Is linked to your login, providing access to your specific reporting page

- Walks you through all the data you need to submit & all questions you need to respond to

- Is intended to save you time & streamline your reports to NASA and NICE

- Allows you to review what you have already submitted

- **Will be explored in further detail in a hands-on workshop later this morning!**

Access through the NICE Site's PI Workspace

Switch to Live Online View!

What We're Looking For

Events & Activities	→	Quarters	→	Years
Project Activity Forms	→	Online Quarterly Reports	→	Annual and Final Reports
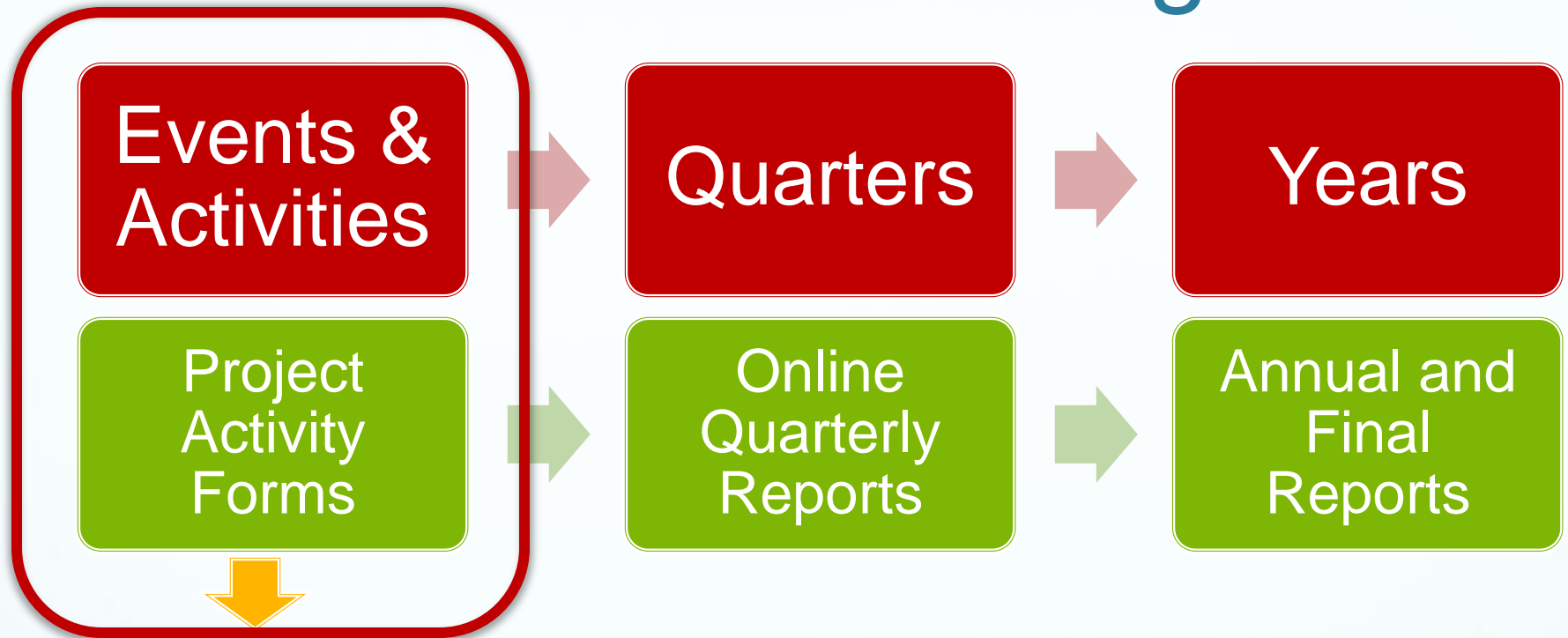
Any time you reach people outside your funded project team, that's likely to be a reportable event.

- **ALL activities:** Complete a PAF via the NICE Reporting System (http://nice.larc.nasa.gov, then login and visit the PI workspace).
- PAFs are available to be completed at any time.

Project Activity Forms Ask For:

- Mapping to a milestone

- Reporting Period

- **Type of Activity** (Informal Education, Pre-College, Higher Education)

- **Title & Description**

- Date, Duration, & Location

- Questions about included components

- **Counts** (participants, activities, courses, etc.)

Function: View Project Activity Forms

Project Activity Form

Click here to enter a Project Activity Form

Click this link to enter a Project Activity Form

Current Year Project Activity Forms

Activity Date	Submit Date	Reporting Quarter	Milestone Number	Project Activity Title	Printer Friendly Version
5/24/2013	6/03/2013	Apr - Jun 2013	1.2.20.13	NASA NICE ECSU/UNH Strategy Session	
7/29/2013	11/07/2013	Jul - Sep 2013	1.2.20.14	Summer 2013 Workshop for MSI Faculty	
10/07/2013	11/07/2013	Oct - Dec 2013	1.2.20.20	2013 Climate Change Education Principal Investigators Meeting	
11/09/2012	11/07/2013	Oct - Dec 2012	1.2.20.19	REcruitment Trip for Cohort Two	
11/15/2012	3/16/2013	Oct - Dec 2012	1.2.20.18	Report by participant: Grambling State University	

Clicking the Project Activity Title will display the form in your browser.

Archived Project Activity Forms

⊟ Calendar Year 2012

Activity Date	Submit Date	Reporting Quarter	Milestone Number	Project Activity Title	Printer Friendly Version
4/02/2012	5/11/2012	Jan - Mar 2012	1.2.20.6	Engaging Minority University STEM Education Professors Webinar	
4/24/2012	5/11/2012	Jan - Mar 2012	1.2.20.7	NICE planning session and Undergradute Research Conference at The University of New Hampshire	
5/21/2012	6/27/2012	Apr - Jun 2012	1.2.20.17	Graduate Student training	
4/28/2012	5/14/2012	Apr - Jun 2012	1.2.20.8	2nd Annual USA Science and Engineering Festival	
8/06/2012	10/10/2012	Jul - Sep 2012	1.2.20.9	Climate Change Workshop for MSI Faculty	

Clicking the icon will produce a PDF file for printing

Project Activity Forms are divided into two sections
- Current Year Project Activity Forms
- Archived Project Activity Forms (listed by year)

Project Activity Form

 Click here to enter a Project Activity Form

Current Year Project Activity Forms

Activity Date	Submit Date	Reporting Quarter	Milestone Number	Project Activity Title	Printer Friendly Version
5/24/2013	6/03/2013	Apr - Jun 2013	1.2.20.13	NASA NICE ECSU/UNH Strategy Session	
7/29/2013	11/07/2013	Jul - Sep 2013	1.2.20.14	Summer 2013 Workshop for MSI Faculty	
10/07/2013	11/07/2013	Oct - Dec 2013	1.2.20.20	2013 Climate Change Education Principal Investigators Meeting	
11/09/2012	11/07/2013	Oct - Dec 2012	1.2.20.19	REcruitment Trip for Cohort Two	
11/15/2012	3/16/2013	Oct - Dec 2012	1.2.20.18	Report by participant: Grambling State University	

Archived Project Activity Forms

☐ Calendar Year 2012

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4/02/2012	5/11/2012	Jan - Mar 2012	1.2.20.6	Engaging Minority University STEM Education Professors Webinar	
4/24/2012	5/11/2012	Jan - Mar 2012	1.2.20.7	NICE planning session and Undergradute Research Conference at The University of New Hampshire	
5/21/2012	6/27/2012	Apr - Jun 2012	1.2.20.17	Graduate Student training	
4/28/2012	5/14/2012	Apr - Jun 2012	1.2.20.8	2nd Annual USA Science and Engineering Festival	
8/06/2012	10/10/2012	Jul - Sep 2012	1.2.20.9	Climate Change Workshop for MSI Faculty	

Project Activity Forms are divided into two sections: Current Year Project Activity Forms & Archived Project Activity Forms (listed by year)

Function: Enter A Project Activity Form

NICE Reporting System

Project Activity Form

Submit Project Activity Form	Clear PAF Without Saving	Return To Main Menu Without Saving

Institution Name: Biological Sciences Curriculum Study (BSCS)   Date: 06/09/2014

Milestone Number:

Select a Milestone Number: (Required)   1.3.23.4 ▼   For A Description Of Your Milestone Number

> Select milestone this activity corresponds. If a milestone is not available "Not A Scheduled Milestone" can be selected.

Event Occurred During Reporting Period:

Select a Reporting Period: (Required)   April-June 2013 ▼

> Select the Reporting Period the activity occurred

Type of Activity: (Choose the most applicable)

The option you select will determine the questions that you are required to answer; please select the most applicable option.
The current option needs to be UNCHECK to select a new option.

☐ Informal Education Activity (activities taking place in an informal/non-school setting or outside of school time)

☐ Pre-College (K-12) Activity (activities focused on participants in the K-12 school setting, including students & educators)

☑ Higher Education Activity (activities focused on post-secondary students/educators, including students/faculty at community/2 year/4 year colleges)

> Select the type of activity

Milestone Number , Reporting Period and Type of Activity Are Required Fields

NICE Reporting System

Project Activity Form

| Submit Project Activity Form | Clear PAF Without Saving | Return To Main Menu Without Saving |

Institution Name: Biological Sciences Curriculum Study (BSCS)   Date: 06/09/2014

Milestone Number:

Select a Milestone Number: (Required)   [1.3.23.4 ▼]   For A Description Of Your Milestone Number

Event Occurred During Reporting Period:

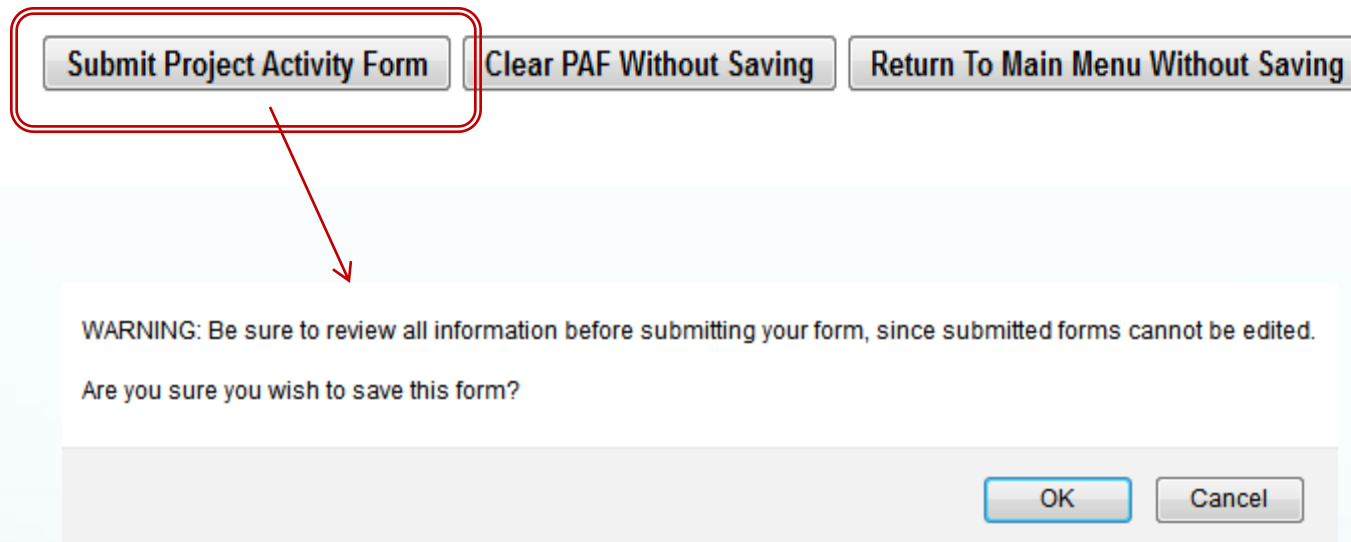Select a Reporting Period: (Required)   [April-June 2013 ▼]

Type of Activity: (Choose the most applicable)

**The option you select will determine the questions that you are required to answer; please select the most applicable option.
The current option needs to be UNCHECK to select a new option.**

☐ Informal Education Activity (activities taking place in an informal/non-school setting or outside of school time)

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☑ Higher Education Activity   (activities focused on post-secondary students/educators, including students/faculty at community/2 year/4 year colleges)

Function: Submit A Project Activity Form

| Submit Project Activity Form | Clear PAF Without Saving | Return To Main Menu Without Saving |

WARNING: Be sure to review all information before submitting your form, since submitted forms cannot be edited.

Are you sure you wish to save this form?

| OK | Cancel |

Once a Project Activity Form is submitted it cannot be edited

If corrections are needed, please
contact Monica Barnes at monica.h.barnes@nasa.gov

What We're Looking For

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┌─────────────┐        ┌─────────────┐        ┌─────────────┐
│  Events &   │   ►    │  Quarters   │   ►    │    Years    │
│ Activities  │        │             │        │             │
└─────────────┘        └─────────────┘        └─────────────┘
┌─────────────┐        ┌─────────────┐        ┌─────────────┐
│   Project   │   ►    │   Online    │   ►    │ Annual and  │
│Activity Forms│       │  Quarterly  │        │Final Reports│
│             │        │   Reports   │        │             │
└─────────────┘        └─────────────┘        └─────────────┘
                              ▼
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At the end of each quarter (October – December, January – March, April – June, July – September), the online Reporting System opens for the submission of NICE Quarterly reports.

- Completed online (http://nice.larc.nasa.gov, then login and visit the PI workspace).
- Report includes **planned and actual metrics** (participants reached & opportunities/activities offered) which we use to report to HQ, along with listing **publications** and **updated milestones** for project tracking.
- Report is also an opportunity to share accomplishments, challenges, & lessons learned.

Quarterly Reports Ask For:

- Milestone updates and metrics
  - Including Higher Ed Measures (# of courses; # of students; # of faculty) and K-12 Measures (# of teachers; # of students)

- Project Status
  - Short updates on **Accomplishments, Challenges** and **Lessons Learned**

- Publications

Function: Track Quarterly Reports

Biological Sciences Curriculum Study (BSCS)	9/30/2013	1/06/2014	4/03/2014	Not Submitted

Click on the link to your project to access your project's reporting page
(shown below)

- Green – Report has been submitted
- Yellow – Report has not been submitted
- Gray – Report is not required

NICE Reporting System

Biological Sciences Curriculum Study (BSCS)

Quarterly Report

To view previously submitted reports, click on the submission date/link.

To edit a submitted report, contact the systems administrator at nice-reporting@lists.nasa.gov.

To submit a report, click on the 'Not Submitted' link. There you'll provide information on:

- Milestone updates, including % complete
- Metrics - i.e. participant numbers
- Status - accomplishments, challenges, lessons learned
- Publications - Title, First Author, Name of Journal or Conference, Date

Institution	Report Due 9/30/2013	Report Due 12/31/2013	Report Due 3/31/2014	Report Due 6/30/2014
Biological Sciences Curriculum Study (BSCS)	9/30/2013	1/06/2014	4/03/2014	Not Submitted

Function: Milestones/Metrics

Institution	Report Due 9/30/2013	Report Due 12/31/2013	Report Due 3/31/2014	Report Due 6/30/2014
Biological Sciences Curriculum Study (BSCS)	9/30/2013	1/06/2014	4/03/2014	Not Submitted

Click to open report preparation section (shown below)

Biological Sciences Curriculum Study (BSCS)

Milestones/Metrics

This section provides a list of project milestones. Users may add a new milestone, update the status of a milestone, update the metrics associated with a milestone, or delete a milestone.

Indicates period for which user is reporting data

Only report activities that took place during April-June 2014

There are 4 steps to preparing/submitting the report.
• Milestones/Metrics
• Project Status
• Publications
• View/Submit

Milestones/Metrics	Project Status	Publications	View/Submit

Click to:

'Add Milestone' button to add a new milestone
☐ to update milestone dates, percentage completed and metrics
☒ to delete milestone

[Add Milestone] [Continue To Project Status] [Return To Main Menu]

Biological Sciences Curriculum Study

Project Title: Reporting Period: PI:

Carbon Connections - Earth, Communities, and You: Three Web-based Modules for Improving High School Students' Understanding of Key Concepts in Global Climate Change   April-June 2014   Steve Getty

Begin with a review of the project milestones. Add, delete and update the progress of milestones and provide metrics data. Milestone that are pass the finish date and not completed are in red.

Action	Milestone Number	Description	Start Date	Finish Date	% Complete
	1.3.23.1	Developing the Prototype Components	03/01/2010	05/31/2010	100%
	1.3.23.2	First Advisory Board Meeting	04/17/2010	04/17/2010	100%
☐ ☒	1.3.23.3	Develop prototype of Module	06/01/2010	02/02/2011	100%
☐ ☒	1.3.23.4	Three all-day workshops to support field test teachers in central Florida (Orlando, April 2), the Pacific Northwest (Portland, OR, April 9), and Colorado/Wyoming (Colorado springs, March26)	03/26/2011	04/09/2011	100%
☐ ☒	1.3.23.5	National Field Test	04/04/2011	06/30/2011	100%
☐ ☒	1.3.23.6	Revision of modules and teacher materials	08/01/2011	06/29/2012	85%
☐ ☒	1.3.23.7	Analysis of Field Test Results	07/29/2011	07/29/2011	50%

Function: Project Status

Biological Sciences Curriculum Study (BSCS)

Project Status

This section allows users to describe project accomplishments, challenges, and lessons learned this quarter.

Only report activities that took place during April-June 2014

Milestones/Metrics	Project Status	Publications	View/Submit

[Save Project Status] [Continue To Publications] [Reset] [Return To Main Menu]

Accomplishments (required): (maximum number of characters 5000)

Challenges: (Indicate the reason for milestone changes, if applicable.) (maximum number of characters 5000)

Lessons Learned: (maximum number of characters 5000)

Information on accomplishments, challenges and lessons learned by the project for the reporting period are provided in this section.

"Accomplishments" is the only required field; however completing all 3 fields is encouraged

Function: Publications

Biological Sciences Curriculum Study (BSCS)

Publications

This section allows users to provide information on any conference presentations (oral/poster) made this quarter or any written works published this quarter. If you have produced a work that has been selected for publication, but will appear in the publication in the future, please wait to include it in the quarter that covers the actual publication date.

Only report activities that took place during April-June 2014

Milestones/Metrics	Project Status	Publications	View/Submit

| Save Publication | Continue To View/Submit | Reset | Return To Main Menu |

Type of Publication	Directly Supported By NICE?	Title of Paper or Conference Presentation (required)	First Author (Last Name, First Name) (required)	Name of Journal or Conference (required)	Date (mm/dd/yyyy) (required)	Publication Link
Conference Presentation ○ Journal Article ○	Yes ○ No ○					

| Save Publication | Continue To View/Submit | Reset | Return To Main Menu |

Conference presentations and journal article information is entered.

All fields are required except "Publication Link"

Function: View/Submit

Save As Draft | **Submit Report** | **Return To Main Menu**

Biological Sciences Curriculum Study

Project Title:		Reporting Period:	PI:
Carbon Connections - Earth, Communities, and You: Three Web-based Modules for Improving High School Students' Understanding of Key Concepts in Global Climate Change		April-June 2014	Steve Getty

Milestone Status

Milestone Number	Description	Start Date	Finish Date	% Completed	Explanation	Date of Change
No Milestone Changes For This Quarter						

NASA Office of Education Performance Measures and Metrics

Milestone Number	Description	Planned	Actual
No Metric Changes For This Quarter			

Project Status

Accomplishments:

Challenges:

Lessons Learned:

Publications

Number of publications this quarter from project:

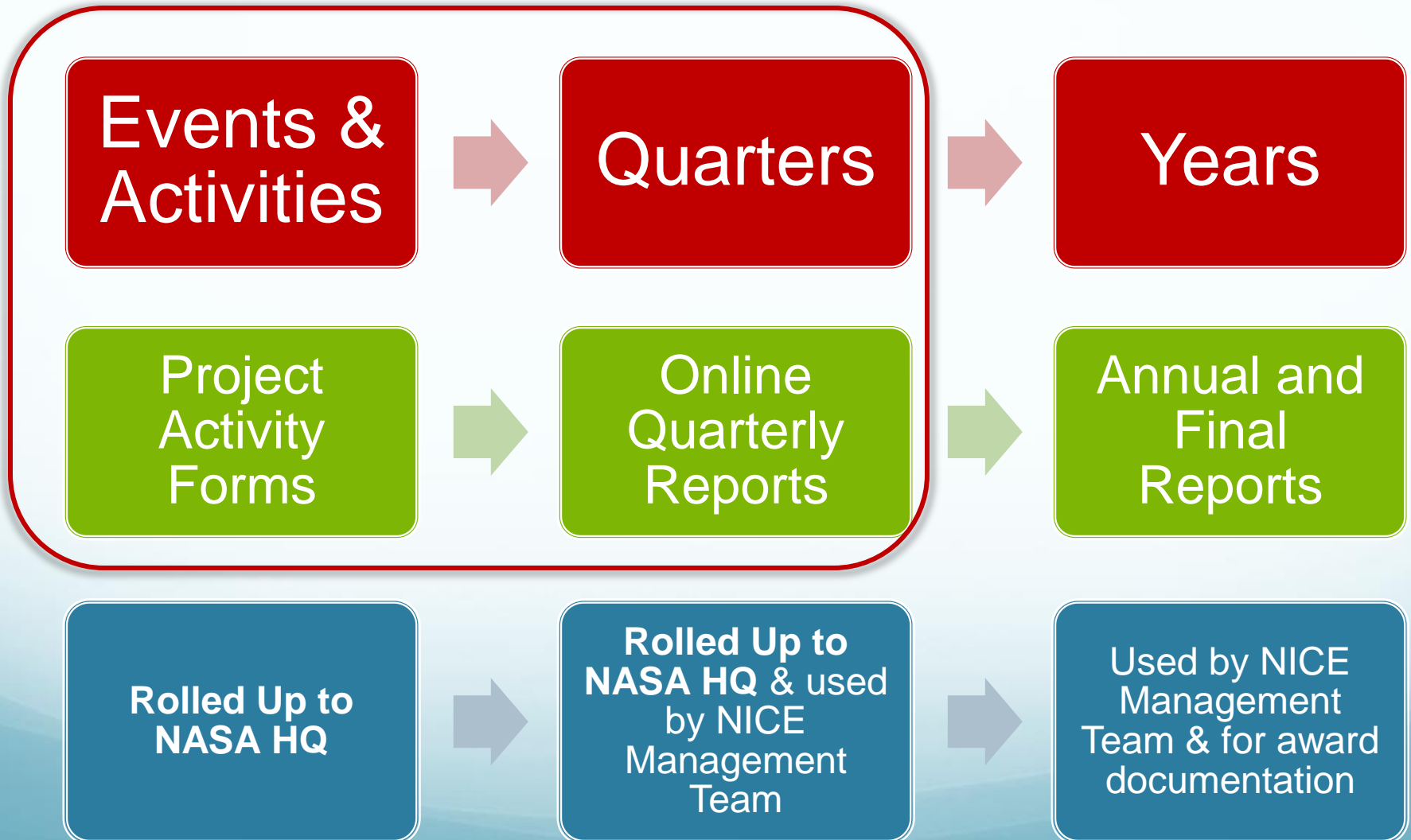| Title of Paper or Conference Presentation	First Author	Name of Journal or Conference	Date	Publication Link
No Publications This Quarter				

Project Activity Forms

Title of Project Activity Form
No Project Activity Forms This Quarter

This section displays the quarterly report information

From here the report can be "Save As Draft" (for later submission) or "Submit Report"

Once the report is submitted, it can not be edited/changed.

The Big Picture

Events & Activities	→	Quarters	→	Years
Project Activity Forms	→	Online Quarterly Reports	→	Annual and Final Reports
Rolled Up to NASA HQ	→	**Rolled Up to NASA HQ** & used by NICE Management Team	→	Used by NICE Management Team & for award documentation

Questions?

Your MUREP NICE-T Contacts:

NICE Project Manager: Monica Barnes, monica.h.barnes@nasa.gov

or email nicequestions@nasa.gov